



We are hiring (Call open until 27 February 2023)

Junior Finance Officer (m/f/d)

at the Managing Authority/Joint Secretariat
of the EU Programme Interreg Baltic Sea Region

Do you want to become a Junior Finance Officer at the MA/JS team in Rostock/Germany? Do you enjoy working with figures? Are you a good team player? Are you ready to support our finance team in monitoring and supervising transnational cooperation projects across the Baltic Sea region?

Who are we?

Interreg Baltic Sea Region Programme is a source of EU funding. With our support, projects drive the transition to a green and resilient Baltic Sea region. Partners from Denmark, Estonia, Finland, Germany, Latvia, Lithuania, Poland, Sweden, and Norway join the transnational projects. Jointly, we make the life of people around the Baltic Sea better.

Our team is international and communicates in English. We are committed to European cooperation. You will work closely with people from around the Baltic Sea and elsewhere in Europe. Our projects are our clients. Our work is based on the principles of transparency, accountability and predictability. Our job is to ensure that the best use will be made of European taxpayers' money. www.interreg-baltic.eu

What are your tasks?

- Support applicants and project partners regarding any budgetary and financial questions that may arise during the project's lifetime;
- Contribute to the assessment of project applications and contracting of approved projects;
- Monitor the financial implementation of projects by checking their progress reports, particularly the eligibility and correctness of the expenditure part.
- Manage requests from projects on changes in set-up, budget, partnership, timing, or any other question that may arise;
- Contribute to all other activities of the MA/JS team, including the development and testing of new features in our electronic monitoring system;
- Participate in programme and project events.

What do we expect?

- You have a basic understanding of the functioning and administration of EU Funds or EU support schemes;
- You have got some work experience, preferably in an international context or in the Baltic Sea Region;
- You have a university degree in a relevant field, e.g. public administration, business administration, accountancy, finances;



We are hiring (Call open until 27 February 2023)

- You are fluent in oral and written English; the command of any other language of the Baltic Sea region is an advantage;
- You are a team player and ready to use your communication skills;
- You have administrative skills and a passion for figures, rules, procedures, and accurate documentation;
- You are proficient in MS Office applications and willing to learn new functions and to use new electronic tools.

What do we offer?

Your position is based on a full-time contract (39 working hours a week) and German employment law. A part of your job can be done by teleworking. You are expected to work at least 60% in the office; thus, you can work up to 40% from home every week. You will report to your team leader and the MA/JS director. The employer will be Investitionsbank Schleswig-Holstein acting as the hosting institution of the Managing Authority/Joint Secretariat. The place of employment will be Rostock, Germany. The contract duration is envisaged until the end of 2027. The competitive annual gross salary depends on your qualification and practical experience.

Your employment will start with an intensive training on-the-job phase. It includes in-sight views into the work of all teams working at the MA/JS. You will share an office with an experienced colleague who will support you in getting acquainted with all tasks step-by-step.

How to apply?

Applications have to be submitted electronically in **English by Monday, 27 February 2023**, to the following email address: jobs@interreg-baltic.eu

Applications have to include the following documents:

- Motivation letter (1 page),
- CV based on Europass standard template
(<https://europa.eu/europass/en/create-europass-cv>)
- Recruitment Application Sheet
(<https://interreg-baltic.eu/jobs>)

These documents will constitute the basis for selecting candidates for job interviews. **Interviews are planned for March 2023**. Candidates might be contacted by telephone/online meeting tools during the selection process.

The selected candidate is expected to start in early/mid 2023.

Contact

Thomas Weber, Team Leader Finance unit (phone +49 381 45484 5287, thomas.weber@interreg-baltic.eu) and Vaclav Kaplan, Senior Finance Officer (phone: +49 381 45484 5290, vaclav.kaplan@interreg-baltic.eu).